

# **Index to Nebraska Real Estate Commission Guidance Documents**

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

The above Notice Applies to All Documents Reference in this Index

## **I. Index to Commission Policies and Interpretations**

<b><u>Policy</u></b>	<b><u>Page</u></b>
<b>1. Trust Account Examination Advance Notice Policy to Cease</b>	<b>4</b>
<b>2. Names of Salespeople Used in Names of Companies</b>	<b>4</b>
<b>3. Out-of-State Appraiser Courses Used Toward Salesperson/Broker Continuing Education Requirement</b>	<b>4</b>
<b>4. Commission Staff Members Acting as Private Continuing Education Providers</b>	<b>4</b>
<b>5. Records Retention Policy</b>	<b>4</b>
<b>6. Limit on Unused Examination Fees</b>	<b>4</b>
<b>7. Commission Travel Policy</b>	<b>5</b>
<b>8. Branch Office Definition of "Temporary Basis"</b>	<b>5</b>
<b>9. Fully Completed and Signed Renewal Policy</b>	<b>5</b>
<b>10. Direct Deposits to Trust Account Policy</b>	<b>5</b>
<b>11. Transfer of License Policy</b>	<b>6</b>
<b>12. Trust Account Records Location Matter</b>	<b>6</b>
<b>13. Return to Work/Light Duty Policy</b>	<b>6</b>
<b>14. Clarification of Third Party Closing Fee Disclosure</b>	<b>6</b>
<b>15. Commission Smoking Policy</b>	<b>6</b>
<b>16. Interpretation of 81-885.24(14) and (15)</b>	<b>7</b>

<b>17. Clarification of "Financial Statement" as Used in the Membership Campground Act</b>	<b>7</b>
<b>18. Confidentiality of Investigative Records</b>	<b>7</b>
<b>19. Brokerage Relationships Pamphlets and the Common Law Agent</b>	<b>8</b>
<b>20. Interpretation of 299 N.A.C. 5-003.10 and 5-003.11 and Neb. Rev. Stat. 76-2418(3)(a) Commission Procedures for</b>	<b>9</b>
<b>21. Implementation of License Suspension Act</b>	<b>9</b>
<b>22. Resolution of the State Real Estate Commission Of the State of Nebraska – Respondent Costs for Hearing</b>	<b>10</b>
<b>23. Resolution Authorizing Hearing Officers</b>	<b>11</b>
<b>24. Procedural Guidelines for Brokers: USDA Wire Transfer Program</b>	<b>11</b>
<b>25. Policy Establishing December Licensing Examinations</b>	<b>11</b>
<b>26. Guidelines for Storage of Trust Account Records on Alternative Media</b>	<b>12</b>
<b>27. Policy on Follow-Up Trust Account Examinations</b>	<b>12</b>
<b>28. Policy on Attorney Exemption to the Nebraska Real Estate License Act and its Effect On the Agency Relationships Statutes</b>	<b>12</b>
<b>29. Deadline for Agenda Items Policy</b>	<b>13</b>
<b>30. Guidelines for Continuing Education Activities</b>	<b>13</b>
<b>31. Use of Unlicensed Persons by Licensees</b>	<b>14</b>
<b>32. Guideline for Original Applicants With Criminal Convictions</b>	<b>15</b>
<b>33. Guideline For Original Applicants With History Of Disciplinary Action In Another Regulatory Jurisdiction</b>	<b>17</b>
<b>34. Documentation Required Of Foreign High School Graduates To Determine High School Equivalency</b>	<b>18</b>
<b>35. New Commissioner Orientation</b>	<b>18</b>
<b>36. Guidelines for Review of Lawsuit Information</b>	<b>18</b>
<b>37. Guidelines for Compensation of Salespersons and Associate Brokers Doing Business as a Professional Corporation or a Professional LLC</b>	<b>19</b>

<b>38. First Substantial Contact</b>	<b>20</b>
<b>39. Use of Unlicensed Employees of Owners of Real Estate</b>	<b>21</b>
<b>40. Coming Soon Listings</b>	<b>23</b>

## **II. Index to Trust Account Manual**

<b>I.</b>	<b>GENERAL REAL ESTATE TRUST ACCOUNT INFORMATION</b>	<b>Page</b>
	A. Broker Responsibility .....	GEN A-1
	B. Establishing a Trust Account.....	GEN B-1
	C. Federal Deposit Insurance Corporation Requirements.....	GEN C-1
	D. Unclaimed Trust Funds .....	GEN D-1
	E. Records Storage on Alternative Media .....	GEN E-1
	F. Retention of Canceled Checks and Deposit Slips.....	GEN F-1
<b>II.</b>	<b>REAL ESTATE SALES ACCOUNTS</b>	
	A. Identification of Trust Account .....	SALES A-1
	B. Trust Account Records.....	SALES B-1
	C. Broker's Equity.....	SALES C-1
	D. Handling Trust Funds - Receipts.....	SALES D-1
	E. Handling Trust Funds - Disbursements .....	SALES E-1
	F. Third Party Closings .....	SALES F-1
	G. Trust Account Bookkeeping - Illustrated	
	1. Manually Posted Systems .....	SALES G-1
	2. Computerized Systems .....	SALES G-12
	H. Trust Account Examinations .....	SALES H-1
<b>III.</b>	<b>REAL ESTATE PROPERTY MANAGEMENT ACCOUNTS</b>	
	A. Identification of Trust Account .....	MGMT A-1
	B. Trust Account Records.....	MGMT B-1
	C. Broker's Equity.....	MGMT C-1
	D. Handling Trust Funds - Receipts.....	MGMT D-1
	E. Handling Trust Funds - Disbursements .....	MGMT E-1
	F. Trust Account Bookkeeping - Illustrated	
	1. Manually Posted Systems .....	MGMT F-1
	2. Computerized Systems .....	MGMT F-6
	G. Trust Account Examinations .....	MGMT G-1
	H. Ownership Interest.....	MGMT H-1